

FREEDOM OF INFORMATION REQUEST FOR ACCESS TO DOCUMENTS



To: Freedom of Information Officer
info@whittlesea.vic.gov.au

Date ____ / ____ / ____

Under the Freedom of Information Act 1982, I wish to gain access to the following document(s)
(NB: Sufficient information must be provided to identify the document(s) being sought).

Form of Access: (tick where appropriate)

- ☐ I understand that additional search charges apply and are payable prior to documents being released.
- ☐ I am willing to accept copies of documents with exempt material deleted should it be required. Access to documents with exempt content will otherwise be refused.
- ☐ I do not require personal details or details that would otherwise identify third parties (e.g. name, phone number, address etc).
- ☐ I am prepared to inspect copies of the document(s) where the provision of originals would interfere unreasonably with the operations of Council.
- ☐ I enclose an application fee of \$33.60 which is payable in respect of this request and I understand that I will be supplied with a statement of further charges if appropriate.

Please note if you are acting on behalf of another entity (an individual, company, organisation etc) you are required to provide a document signed by them confirming you are authorised to act as their representative in relation to the Freedom of Information Application.

We also advise that you may be required to produce ID when being provided access to certain documents.

NAME: Mr/Mrs/Miss/Ms _____

ADDRESS: _____

Postcode: _____

TELEPHONE NO: * Business: _____ Mobile: _____

EMAIL ADDRESS: _____

SIGNATURE: * _____

The personal information you provide on this form is being collected by the City of Whittlesea for the purpose of processing Freedom of Information application. We will only use the personal information you provide for the purposes for which it was collected and any other authorised purpose. Failure to provide the information requested may result in the payment being delayed or denied.

For further information about how Council handles personal information, or to request access to your personal information, see www.whittlesea.vic.gov.au or contact Council's privacy officer by email at privacy@whittlesea.vic.gov.au

CREDIT CARD PAYMENT AUTHORISATION



To avoid delays please attach this completed authorisation to the invoice/s or application/s that you are paying.

Credit Card Details

Type of Card

(Please tick)

☐

Visa

☐

Mastercard

Card Number

____ / ____ / ____

Expiry Date

____ / ____

Cardholder Name

Payment Amount

\$ 33.60

I authorise City of Whittlesea to charge the amount stated above.

Cardholder Signature

Date

____ / ____ / ____

IMPORTANT: Maximum accepted per transaction is \$10,000.

Payment above authorised for FOI Application Fee and or Charges in relation to:

_____ *insert applicant details*

Office Use Only

Transaction details

Description	Authority GL Code			exc GST	GST	Sub Total inc GST
FOI – Application Fee	12102	11200	61001	33.60	0.00	33.60
Applicant Ref No						
FOI – Charges / Costs	12102	11200	61001		0.00	
Applicant Ref No						

Please provide receipt to foi@whittlesea.vic.gov.au

Personal information collected on this form will be used for the purpose of processing your payment and will be destroyed once processed. It will be disclosed to relevant staff regarding the purpose for which it was provided. Failure to provide accurate or complete information may result in processing delays.

For further information about how Council handles personal information, or to request access to your personal information, see www.whittlesea.vic.gov.au or contact Council's privacy officer by email at privacy@whittlesea.vic.gov.au